



COMMONWEALTH of VIRGINIA

NOTICE OF POTENTIAL BOND LOSS

What to do:

1. Notify Auditor of Public Accounts (APA)
2. Notify Virginia State Police
3. Complete this form and submit it to DRM via mail or facsimile:

Department of the Treasury
Division of Risk Management
PO Box 1879
Richmond, VA 23218-1879
Fax: 804-371-2442

What DRM will need:

1. Copy of the APA report
2. Copy of the police report
3. Copies of any criminal indictments and sentencing orders

Date of report

Entity

Location of office where loss occurred

Name of suspected employee(s)

Contact for more information (name/address/phone)

Period when loss occurred

Date of time of discovery

Estimated amount of loss

Brief description of act

Report completed by (name/address/phone)